The

National Secretary

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THE NATIONAL SECRETARY

a bulletin of the
National Association of School Secretaries

JANUARY

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Volume 1 Number 1

*********1936

?? W A N T E D ??
A Name

What shall we call our paper? We must have a name. A short, snappy, appropriate one. Among those which have been submitted we have selected as perhaps the most suitable - The Nass, The National Secretary, Secretarial Notes and Secretaries' Scribbles.

We have called it The National Secretary this time so that we shouldn't go nameless but we want your help in naming the child. Select your choice and send it to your Editor, won't you?

EDITOR'S CORNER

At last, our initial effort. Poor tho it may be it is a move forward in the right direction - that of binding us together. Spread over this hugh country of ours, with little or no opportunity of ever meeting and knowing each other, we need some tangible form of contact to keep in touch with what the other fellow is doing and perhaps in that way to get ideas of what we ourselves, in our own small organizations can do.

In order that this bulletin may assume its proper place it is necessary that each and every one of you send in contributions which would be of interest to the rest of us. You know you have them if you will just take the time to send them on. All news and articles should reach the Editor before the fifteenth of the month preceding publication which is January, April and October. From all sides comes enthusiasm about the bulletin, which makes the undertaking more worthwhile. I'm counting on your support!

Helen Haycraft, Editor.

HAPPY NEW YEAR to all the members and friends of the National Association of School Secretaries.

This is a good time to review the accomplishments of our Association during the past year and to formulate plans for the new year.

As we glance back over the past year our membership stands out in glowing colors - 600 with representation in 34 states. Many of these members do not know us personally, but they are aware of the need for an organization for our group and are lending their efforts toward the success of our Association. Next we are conscious of three outstanding meetings. Two luncheon meetings - one in Atlantic City in February, where we had an attendance of 67, the other in Denver in July, with an attendance of 90, and the third a Round Table Discussion. I am not sure how many were in attendance at that meeting, but I am aware of the fine participation in the discussion. At the July 4th meeting, our Constitution and By-Laws were adopted. We have gained national recognition which we feel will inure to the growth of our Association. So much for the high lights of 1935.

Now for our aims in 1936. First, a national bulletin which we feel is an excellent vehicle to stimulate interest and to promote expression and closer contact among our members. This is YOUR paper and on YOU depends its success. Send any article or suggestion that you feel will be helpful, either to our Editor or to me.

We hope all future issues will be self-supporting and we are launching an advertising campaign under the leadership of Miss Belle Bloom, Audubon Junior High School, Cleveland, Ohio. Please help by securing advertisements of national interest. Write Miss Bloom your suggestions and ask her for our advertising rates.

In the near future we hope to establish an exchange between the local associations and the National. Miss Florence Stubbs, Denver, is sending a questionnaire throughout the United States to ascertain information relative to local and state associations of school secretaries.

We are still in our embryo state and much depends on our growth. Mrs. Kuehny, Los Angeles, is chairman of our membership drive. Mrs. Kuehny has engineered an excellent campaign the aim of which is to secure 1,500 members representing every state in the United States. Do your share to help. If each one of our 600 members would get but two new members we would exceed our goal. Remember secretaries in colleges, private and parochial schools are eligible. Interest your Superintendent and Administrators with the hope that they will promote the membership from their school district. Membership in our National Association will radiate a "finer service to the school and to the Community" (see aim and purpose of our Association).

Let us turn our attention toward our next annual meeting which takes place early in July in Portland, Oregon. Why not plan your vacation now so that you can attend our Portland meeting? Arrange groups to travel by car and share the expense. Convention fares make it possible to travel at very much reduced rates (fare and one-third). I shall appreciate it if you will communicate with me this month and let me know if you anticipate attending our meeting. If you can not attend personally see that your state sends a delegate so you will be represented at all sessions and have a vote. Start to work now to pay, if not all, at least a part of the expenses of your delegate. Give a theater or motion picture benefit, a card party, radio party, etc. to raise money. You will be surprised to see how much fun you will have and how easy it is to achieve your amount. Start now to think and plan. With the ground covered with snow, July seems very distant, but remem-

ber, it has a way of looming in sight before we are prepared for it.

On February 22 we are holding a luncheon meeting at the Hotel Dennis, Atlantic City, at one o'clock, for the benefit of our members in the East who will be unable to attend our Portland meeting. We hope to have a large attendance. If you wish to join us and do not know your local representative in charge of luncheon reservations write to me today enclosing $1.50, the cost of the luncheon plus the tip and favor. If you send a check make it payable to Miss Harriet Kunkle, Treasurer.

In closing, I want to thank first, the officers and members of committees for their earnest efforts toward the development of our Association, and second, our members who have accepted us on faith and helped us to grow. Your letters mean so much. Thank you.

Louise Henderson, President.

A MESSAGE OF ENCOURAGEMENT
from
Willard E. Givens, Executive Secretary
National Education Association

Please accept my congratulations upon your new venture-that of publishing a news bulletin which will keep your members in touch with the work of school secretaries throughout the nation.

Your position in the school system is important because your work is so closely tied in with each unit that you at once become a source of helpful and valuable information. A large part of the responsibility of a smooth-running school system rests on the school secretary. You are doing a valuable piece of work for education.

The National Association of School Secretaries has my best wishes for success.

ABOUT LOCAL ORGANIZATIONS

Word comes from Florence R. Stubbs of Denver, who is engineering an endeavor to learn more about local organizations, that very shortly a questionnaire will be sent to all towns and cities of sufficient size to make it feasible, to find out whether or not they have local organizations of school secretaries or office assistants. It is planned to keep a roster so that definite contacts may be maintained. It is also planned that news of such organizations will be published and may lend stimulus to organization plans for those places where there is no group. You will hear more on this subject later.

THE EASTERN STATES CONVENTION
February 22, 1936

In February, 1935, the first sectional meeting of the National Association of School Secretaries was held. Representatives from New Jersey, Delaware, Washington, and Pennsylvania met in Atlantic City on February 23. It was a most successful meeting and was attended by about seventy people.

The officers who planned that meeting were so delighted with the interest and enthusiasm shown by the large number that attended that it was decided to hold a mid-winter meeting in this section again this year. February 22, Washington's Birthday, coming as it does on Saturday, makes it possible for those who wish to be present at this meeting to make a week-end trip, and since Atlantic City seems to be the most popular place in the east and very easily reached by most people, it was decided to hold the meeting there again.

The luncheon will be held at the Dennis Hotel at 1:00. We hope we may have representation from cities as far west as Cleveland and Pittsburgh, and as far east as Boston. Those who were present last year had the pleasure of meeting many new people, not only from Philadelphia but from places outside of Philadelphia. We not only hope to meet these people again but to make the acquaintance of many more who were not there last year.

Let us work together to make this one of the most successful events of the year.

A. Margaret Cressman, Chairman

Inez Garrison, Chairman, Transportation Committee for the 22d of February luncheon sends the following bit which should be of interest to those who are planning to attend.

How shall we go? We suggest that you offer the use of your car to "paying guests."

If you want to secure guests or if you would like to be a passenger, please write me today in order that I may make the arrangements for you. We have endeavored to have one person in each city take charge of the transportation. If the persons who have cars will volunteer to carry as many passengers as the car will accommodate, at a rate below the train fare, the arrangement will be advantageous to all, as the driver will get her trip without cost and the passengers will be traveling with congenial companions at a minimum rate.

There will be a special holiday rate on the trains. Make your plans now. If I can assist you please communicate with me.

OF ESPECIAL INTEREST

Word has just been received that Senator Gerald P. Nye has accepted our invitation to speak at the luncheon on February 22d. With such prominent speakers, much prestige is added to our meetings, and we shall soon find ourselves in the limelight!

A REMINDER

Have you paid your 1935-36 dues? If not will you please send your dollar to the Treasurer of our Association, Harriet B. Kunkle, Audenried Junior High School, Philadelphia, Pa. Remember - you are delinquent after April 1!

LISTENING IN

The following items were written up from information sent in by the various groups. If they deviate a bit from actual facts, blame it on your Editor. Her synopsis may not be quite correct.

Cleveland School Clerks' Federation

I have received an announcement folder of the Institute Course Program. This is a series of lectures on diversified subjects of interest to all those who like to be in the know on things current. Such subjects as "Modern Trends of the Cinema;" "The Child and His Emotional Reactions;" "Recent Social Changes;" "Woman Worker;" "The Place of the Office Worker in Our Industrial System;" "Book Review;" etc., are listed.

All the speakers are local members of the community. The enrollment is voluntary and just one of the activities included in the yearly program. This is the second year that the course has been given which would seem to indicate that it has met with success.

There are also classes held for new clerks giving weekly instruction in daily duties - reports, payrolls, requisitions, etc.

It sounds like a splendid project, Cleveland. An up and coming endeavor like that should give us all some worthwhile ideas.

Clerks and Secretaries Association
Denver Public Schools

The November meeting was a dinner one at the Oxford Hotel, followed by entertainment and a business meeting. The speaker of the evening, Mr. R. A. Puffer, Assistant

to the Superintendent of the Denver Schools, gave a very interesting talk on "This Job of Ours."

Reports were given on outside clerical groups and the national organization, officers for the year were elected, and new members introduced.

Sounds as tho the evening was pleasant and profitable.

Los Angeles

Just a word of greeting to all from Los Angeles and a bit of humor. All in one school, this year, the following are enrolled: DENVER Bryant, COLORADO Barrett, CHINA Webb, AUSTRALIA Williams, HIAWATHA Malone, NAPOLEON McDaniels, QUEEN ESTHER Smith, PRINCE ROLAND Cobb, ASTER BOWLS, and WILLIE THRASH.

Sounds like anything but a school room!

Clerical Assistants' Association
Washington, D. C.

This group is new but has a program set up which varies dinner with business meetings. In October, the brides of the year were entertained and at the January meeting the speaker of the evening was Miss Margaret R. Pepper, President of the Elementary Principals' Association, whose subject was "The Value of Organization." Mrs. Henry Grattan Doyle, President of the Board of Education, was also a guest. The information and encouragement given by these speakers were of much value to a new and struggling organization.

You should be represented here. We'll give you more space than this too!

REPORT OF THE MEMBERSHIP COMMITTEE
Belle Kuehny, Chairman
1055 North Fairfax Ave., Los Angeles, Cal.

GOAL - 1,500 members - representation in EVERY state by July, 1936

Plan of action:

1. Sectional Chairmen responsible for the states under their jurisdiction as indicated below:

Section 1 ..... Washington, Oregon, California, Nevada, Utah, Colorado	Dorothy Adams 1055 N. Fairfax Ave. Los Angeles, Cal.
Section 2 ..... Idaho, Montana, North Dakota, South Dakota, Minnesota, Wisconsin	Betty Zimmerman 2831 N. 46th Street Milwaukee, Wisc.
Section 3 ..... Arizona, New Mexico, Oklahoma, Arkansas, Louisiana, Texas	Mrs. Mina Burnett Board of Education San Antonio, Tex.
Section 4 ..... Wyoming, Nebraska, Iowa, Michigan, Illinois, Indiana, Ohio	Tillie Katowitz Patrick Henry Jr.Hi. Cleveland, Ohio
Section 5 ..... Kansas, Missouri, Mississippi, Alabama, Kentucky, Tennessee	Lura Belle Head Board of Education Nashville, Tenn.
Section 6	Alvina Carroll

Florida, Georgia, South Carolin[illegible]

Kentucky, Tennessee	Nashville, Tenn.
Section 6 ..... Florida, Georgia, South Carolina, North Carolina, Virginia, West Virginia, Delaware, New Jersey, District of Columbia, Maryland	Alvina Carroll Board of Education Washington, D. C.
Section 7 ..... Maine, Vermont, New Hampshire, Connecticut, New York, Rhode Island, Pennsylvania, Massachusetts	Mary Hynds Northeast High School Philadelphia, Pa.

2. State Chairmen, appointed by the Sectional Chairmen, whose responsibility it will be to contact, through letter, every person eligible for membership in her state, explaining the benefits of our organization: First, to the cause of education, and Second, to each member thereof.

These chairmen have undertaken a big problem and they will need your help. If you are willing to help us develop the membership in your locality will you please write to the Sectional Chairman in charge of your state. She will immediately notify your state chairman who will send you definite plans.

We have over 9,000 persons engaged in the secretarial work in the public schools throughout the United States. In addition we have several thousand employed in the colleges, private and parochial schools. These persons are all eligible to membership in our National Association. Send the names and addresses of all prospective members to the Sectional Chairmen.

SALARIES PAID SCHOOL CLERKS IN THE OFFICES OF ADMINISTRATORS AND PRINCIPALS

Information obtained from the Special Tabulation issued by the Research Division of the National Education Association, April, 1935.

Cities	Principals' Offices		Administrative Offices	
	No. of Clerks	Median Salary	No. of Clerks	Median Salary
Alabama	35	$ -1000	17	$ 1325
Birmingham	35	-1000	17	1325
California	769	-1000	634	1445
Long Beach	90	1063	42	1331
Los Angeles	500	-1000	434	1439
Oakland	64	1322	64	1360
San Diego	50	-1000	30	1150
San Francisco	65	1550	64	1778
Colorado	72	1229	38	1338
Denver	72	1229	38	1338
Connecticut	54	1200	15	1093
Hartford	42	1280	12	1086
New Haven	12	-1000	3	
Delaware	16	-1000	14	1200
Wilmington	16	-1000	14	1200
District of Columbia	37	1388	73	1389
Washington	37	1388	73	1389
Florida	33	-1000	14	1000
Jacksonville	12	-1000	8	1400
Tampa	21	-1000	6	-1000
Georgia	37	-1000	19	1230
Atlanta	37	-1000	19	1230
Illinois	401	1148	372	1919
		1148	366	1921

Atlanta	37	-1000	19	1230
		-1000	19	1230
Illinois	401	1148	372	1919
Chicago	390	1148	366	1921
Peoria	11	-1000	6	1400
Indiana	109	-1000	83	1089
Evansville	20	-1000	6	-1000
Fort Wayne	13	-1000	8	1033
Gary	33	-1000	18	-1000
Indianapolis	33	-1000	41	1263
South Bend	10	-1000	10	1300
Iowa	14	1100	28	1167
Des Moines	14	1100	28	1167
Kansas	24	-1000	11	1075
Kansas City	11	-1000	2	
Wichita	13	-1000	9	1217
Kentucky	51	-1000	25	-1000
Louisville	51	-1000	25	-1000
Louisiana	33	-1000	19	-1000
New Orleans	33	-1000	19	-1000
Maryland	32	1064	44	-1000
Baltimore	32	1064	44	-1000
Massachusetts	183	1285	157	1526
Boston	90	1274	81	1617
Cambridge	7	1712	7	1712
Fall River	8	1233	6	1233
Lowell		-	4	
Lynn	14	1440	13	1430
New Bedford	6	1175	6	1160
Somerville	6	1250	6	1200
Springfield	15	1610	24	1400
Worcester	37	1290	10	1563

Cities	Principals' Offices No. of Clerks	Principals' Offices Median Salary	Administrative Offices No. of Clerks	Administrative Offices Median Salary
Michigan	339	$ 1130	207	$ 1391
Detroit	283	1163	159	1480
Flint	35	-1000	22	1200
Grand Rapids	21	-1000	26	-1000
Minnesota	169	-1000	113	1083
Duluth	19	-1000	16	1125
Minneapolis	134	-1000	92	1067
St. Paul	16	1167	5	1517
Missouri	98	1078	138	1350
Kansas City	66	-1000	66	1221
St. Louis	32	1480	72	1740
Nebraska	25	-1000	16	-1000
Omaha	25	-1000	16	-1000
New Jersey	240	1491	180	1400
Camden	27	-1000	9	1050
Elizabeth	25	-1000	12	1550
Jersey City	49	1988	38	1700
Newark	95	1936	94	1400
Paterson	18	1330	9	1875
Trenton	26	1017	18	1217
New York	1306	2131	983	2016
Albany	5	2050	7	1950
Buffalo	47	1281	12	1550
New York	1117	2145	860	2036
Rochester	71	1167	63	1252
Syracuse	13	1250	14	1267
Utica			16	1080
Yonkers	63	1596	11	1625
Ohio	351	-1000	263	1270
[illegible]	16	-1000	16	1150

Utica	[illegible]	[illegible]	16	1080
Yonkers	63	1596	11	1625
Ohio	351	-1000	263	1270
Akron	49	[illegible]00	16	1150
Canton	7	-1000	3	
Cincinnati	21	1042	64	1275
Cleveland	187	1055	115	1263
Columbus	18	-1000	13	1469
Dayton	12	1438	17	1439
Toledo	32	-1000	25	-1000
Youngstown	25	-1000	10	1250
Oklahoma	40	-1000	24	1213
Oklahoma City	17	1008	13	1208
Tulsa	23	-1000	11	1225
Oregon	58	-1000	37	1192
Portland	58	-1000	37	1192
Pennsylvania	605	1108	319	1348
Erie	26	-1000	9	-1000
Philadelphia	414	1131	182	1363
Pittsburgh	143	1049	101	1315
Reading	10	-1000	16	1050
Scranton	12	-1000	11	1075
Rhode Island	48	-1000	36	1333
Providence	48	-1000	36	1333
Tennessee	24	-1000	7	1075
Chattanooga	8	-1000		
Knoxville	15	-1000	3	
Nashville	1		4	
Texas	244	-1000	69	1179
Dallas	50	-1000	18	1171
El Paso	22	-1000	7	1250
Fort Worth	47	-1000	16	-1000
Houston	54	-1000	14	1100
San Antonio	71	-1000	14	1267

Cities	Principals' Offices No. of Clerks	Principals' Offices Median Salary	Administrative Offices No. of Clerks	Administrative Offices Median Salary
Utah	26	$ -1000	17	$ 1075
Salt Lake City	26	-1000	17	1075
Virginia	59	-1000	15	1150
Norfolk	24	-1000	5	-1000
Richmond	35	1068	10	1400
Washington	40	1036	50	1117
Seattle	24	1000	28	1163
Spokane	8	1050	12	-1000
Tacoma	8	1057	10	1050
Wisconsin	43	1325	38	1367
Milwaukee	43	1325	38	1367
	11239		8150 ✓	

Note: The next issue will contain a similar table for cities under 100,000 population.

11230
8150
19380

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Sec. 562, P. L. and R.